



SEP 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information and Privacy Staff, DDA
Chief, Budget Staff, DDA
Chief, History Staff, DDA
Chief, Management and Assessment Staff, DDA
Chief, Equal Employment Opportunity Staff, DDA
Chief, Career Management Staff, DDA

FROM : John F. Elake
Deputy Director for Administration

SUBJECT: Sensitive Document Control

REFERENCE : DDCI memo dtd 1 Sep 78, same subject (ER 78-2534/1)

1. In establishing new systems for segregating and controlling our highly sensitive information, it is important that we recognize we are addressing a records management problem as well as a security problem. We have achieved much in recent years toward developing an orderly system of records in the Directorate, and it is essential that we not destroy the integrity of our records systems and records schedules.

2. I have requested that the Information Systems Analysis Staff (ISAS) take the initiative to ensure that Records Management Officers are involved from the outset in establishing our new sensitive document control systems. To facilitate coordination of the security and records management aspects of this process, please submit the name of the person who will be involved with the security requirements within your area to the Chief, Records Administration Branch (RAB), ISAS, by 28 September 1978. RAB will notify this individual and your Records Management Officer of the time and place for the initial meeting to coordinate the Directorate's installation of sensitive document controls. These controls will be established as outlined in the following paragraph.

SUBJECT: Sensitive Document Control

3. The categories of information requiring special control have tentatively been identified in your response to the requirement in paragraph 3 of the reference. From this starting point, in accordance with paragraph 4 of the reference, we should accomplish the following by 1 November 1978:

- a. Except as provided in b below, segregate all of the collateral Top Secret and other documents judged to require special control, in specifically designated safes or vaults.
- b. Where working requirements make segregation per paragraph a impracticable, identify the category of information, briefly describe the reasons why document segregation is impossible, and describe the alternate arrangements to protect the information.
- c. For each collection of highly sensitive information, identify a custodian and alternate custodian who have been formally tasked to maintain continual control over the individual sensitive documents.
- d. Prepare written procedures governing access to all such collections of sensitive information.

RAB will provide appropriate guidance and instructions for accomplishing these steps.

4. One aspect of our approach to sensitive document control may also tie in with our efforts to implement Executive Order 12065, National Security Information, by 1 December 1978. The Executive Order specifies that the classification designation "Top Secret" be applied only to information "the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security." As we identify our highly sensitive information, we may also be identifying that information which is truly Top Secret. Therefore, it may be helpful to provide data on the categories of information that have been identified as requiring special control to the individuals who are developing the Classification Guides required by EO 12065.

/s/ John F. Blake
John F. Blake

cc: C/ISAS

Distribution:

- 1 - Each Addressee
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Sensitive Document Control
- 1 - RAB Chrono

DDA/ISAS/RAB

(22 September 1978)

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